



APPLICATION FOR TEMPORARY BEER / WINE PERMIT

State Form 35494 (R4 / 8-01)

Approved by State Board of Accounts 1996

INSTRUCTIONS:

1. You must attach floor plan
2. You must obtain authority from local officials.

FOR ATC USE ONLY

Type of permit

118

Amount received

Permit number

TM

STEP 1. MAILING INSTRUCTIONS

Return permit to :

Address (number and street)

City, ZIP code

Telephone number

STEP 2. GENERAL INFORMATION

Name of applicant (organization, club, corporation, individual)

Name of person making application

Address of applicant (number and street, city, state, ZIP code)

County of event

Telephone number of person making application

Date(s) (month, day, year)

From:

To and including:

Hours of event

From:

AM

PM

To:

AM

PM

Exact address of event (number and street, city, state, ZIP code)

Jurisdiction (town, city, county name)

STEP 3. EVENT INFORMATION

1. State the name of person in charge (in case of emergency)

Telephone number 1

Telephone number 2

2. Is the event open to the public?

Yes

No

3. Has the applicant or any partner or any officer ever been convicted of a felony, misdemeanor, or a violation of the ATC laws?

Yes

No

If yes, explain:

4. How many persons can you expect in daily attendance?

Security provided

Yes

No

If yes, name of security _____

5. Name of event:

Not-for-profit

For profit

6. Is the applicant, partnership, or corporation the holder of any kind of Indiana alcoholic beverage permit?

If Yes, state:

Yes

No

a. type of permit

b. permit number

c. name on permit

STEP 4. ACKNOWLEDGEMENT

In order to qualify for a temporary permit, the following guidelines must be met:

1. There must be a **well defined premises**, i.e. building, tent, enclosure, or fenced-in or designated area.
2. You **must** submit a floor plan or diagram (8 1/2 x 11) showing either a beer garden / bar room (*for adults only*) or beer garden / bar room and family area (*for families to consume food*). All alcoholic beverages **must** be dispensed from the beer garden / bar room. Minors will be allowed in the family area with a parent or guardian to consume food.
3. There shall be **NO** carry-out privileges, **NO** carry-in privileges, and **NO** spirituous beverages allowed.
4. Each applicant must designate an individual to be responsible for the event and such person must sign the application.
5. **ANY** and **ALL** persons dispensing or selling, or accepting payment for alcoholic beverages **MUST POSSESS** a valid ATC employee permit.
6. The event must meet applicable Board of Health requirements, particularly with regard to restroom facilities.
7. Legal hours of dispensing alcoholic beverages (*Prevailing time*)
Monday through Saturday -- 7a.m. to 3 a.m. the following day
Sunday -- 12 noon to 12:30 a. m. the following day
8. Applicant **must** file with the ABC at least 15 days prior to the event. Failure to comply is grounds for denial.
9. The temporary permit must be posted in the most conspicuous place at the location of the event. An excise officer or commissioner, for good cause, has the authority to revoke a temporary permit during the event.

The applicant, swears or affirms under penalties of perjury that the information in this application is true and accurate. The applicant also acknowledges the following:

Initial

_____ It is a crime to drive with a blood-alcohol content of .08.

_____ It is a class B Misdemeanor, punishable by up to 6 months in jail and a \$1,000 fine for knowingly serving an intoxicated person.

_____ That an excise officer may enter, inspect, and search your premises without a warrant and you must produce your permit on demand.

_____ That an excise officer may, for good cause, revoke a temporary permit during the event.

Signature _____

Date (month, day, year) _____

STEP 5. COMMUNITY CLEARANCE**SIGNATURES MUST BE RECEIVED IN ORDER LISTED**

Before the Commission will consider the issuance of such temporary alcoholic beverage permit, the following signatures of the law enforcement officials of the community shall be obtained:

We, the undersigned, hereby do not object to the issuance of a temporary alcoholic beverage permit to:

1. Signature of Sheriff of county or Chief of Police, or Town Marshall.	Date signed
2. Signature of the mayor (if the event is held in Ft. Wayne)	Date signed
3. Signature of Local Excise Officer	Date signed

STEP 6. COST OF PERMITS

1. ALL EVENTS ARE \$25.00 PER DAY.
2. SERVING PAST MIDNIGHT, NO LATER THAN 3 A.M., IS ONE DAY.
3. **NO RAIN CHECKS ON ANY OF THE ABOVE EVENTS.**

RETURN COMPLETED APPLICATION AND PROPER FEE TO:

**ALCOHOL AND TOBACCO COMMISSION
302 WEST WASHINGTON STREET, ROOM E114
INDIANAPOLIS, IN 46204**